Procedures and Funding Guidelines for Dean’s Discretionary Funding

Purpose: Dean’s Discretionary Funds are to be used in direct support of the performance, presentation, or educational activities of faculty and staff in the College of Communication and Fine Arts. It is intended that these funds be supporting in nature; they are not intended to fully support any proposed project. It is the applicant’s responsibility to document on the application any other funding agencies from whom support is being requested.

Procedures:

- All funding requests must be initiated by faculty currently teaching in a department within the college.
- Requests may be made at any point within the academic year, though in all cases this should be as soon as possible before the proposed event. In any case, application must be made 30 days before the proposed event.
- All requests must either be made on the application available below or the application of another committee or agency from whom funding is being sought. The completed application should be printed and submitted to the chairperson of the appropriate department for signature. The chair should indicate clearly the level of support to be provided by the department.
- The printed form should then be forwarded to the Dean’s office for review.
- Upon receipt of all necessary funding to enable the proposed activity, it becomes the applicant’s responsibility to provide the Dean’s office with appropriate documentation of the completion of the activity and with documentation for reimbursement.
- All requests for reimbursement of allocated funds should be in the Dean's office by June 1 of the current academic year.

Funding Guidelines:

- It is the applicant’s responsibility to pursue all alternatives for funding. Other agencies to whom application for funding is being made should be clearly identified on the application. The Dean’s office may encourage application to appropriate committees if they are not so identified, and may reject applications of individuals who do not appear to be pursuing all possible alternatives for funding.
- Funding is limited to $1000 per regular faculty/staff member, $500 for full-time fixed-term faculty member per fiscal year and $250 for graduate assistants.
• Typical funded amounts are:
  o $600 regular faculty and $400 full-time fixed-term faculty support for presentation at a national or international conference held overseas
  o $500 regular faculty and $250 full-time fixed-term faculty support for presentation at a national conference or international conference held in the United States
  o $250 graduate assistant support for presentation at a national conference or international conference held in the United States

• Travel will be funded at current university rates.
• The most efficient use of vehicles or other transportation should be utilized.
• Receipts will be required for reimbursement of any expense for which the university usually requires them.

Click here to download the application form. Please note that for the calculations on this form to work properly, the macros must be enabled. Save the form to your hard drive without opening it, then open the form from within MS Word and, when prompted, instruct Word to "enable macros".